



CITY OF MOUNT VERNON, N.Y.
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

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DEBBIE BURRELL-BUTLER, MBA
Executive Director
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December 31, 2025

Honorable Members of the City Council
Through the Office of the Mayor
City Hall – One Roosevelt Square
Mount Vernon, NY 10550

Dear Honorable Members:

This letter comes to respectfully request that the City Council enact legislation that will enable the Mayor permission to enter into an agreement with Barrington Irving Technical Training School (BITTS) to provide Fixed Base Operator training to ten young adults in the amount of **\$115,000** for four months.

In an ordinance dated October 22, 2025, the Mount Vernon Youth was approved to accept funds in the amount of **\$800,068** from the Westchester-Putnam Local Workforce Development Board to support the Youth Employment Program (YEP). The BITTS Program will be compensated from that grant to conduct a Spring Aviation Program for ten (10) youth ages 18 and older. Young adults will be given career preparation in one of the following: Fixed Base Operator (FBO) Line Service Technician, Customer Service and Maintenance, Repair and Operation Technician. FBOs serve as a crucial cornerstone within the aviation industry, offering a comprehensive range of services and facilities to support private and business aircraft. Accepted participants will be required to attend all classes held on the dates and time set by the Youth Bureau and agreed upon with BITTS.

Please note this is a reimbursable grant which does not require any matching. Please visit the BITTS website: [About Us — BITTS \(bittschool.com\)](https://www.bittschool.com). The up front costs will be disbursed from A7321.405 (Contracted Outside Services). Should you require further information, please feel free to contact me at (914) 665-2347 or by email at Dburrell@cmvny.com.

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

CC: Shawyn Patterson-Howard, Mayor
Darren Morton, Comptroller
Brian Johnson, Corporation Counsel

Enclosed: Program Framework and Tentative Schedule